

## SELF SERVICE CENTER

### INSTRUCTIONS: HOW TO REQUEST A HEARING REGARDING A REQUEST TO STOP OR MODIFY AN ORDER OF ASSIGNMENT

#### COMPLETE THIS FORM IF:

- ✓ You have been served with (received) a copy of a ***“Request to Stop or Modify an Order of Assignment;”*** AND,
- ✓ You do **not** agree with the information provided in the Request; AND,
- ✓ You wish to request a hearing so you can tell the court why you **do not agree** with the Request.

#### TO FILE THIS FORM WITH THE CLERK’S OFFICE, YOU WILL NEED TO:

- ✓ Pay a fee for filing this Request. As of January 1, 1998, the filing fee is \$61.00. There may be additional fees, including an appearance fee if this is the first time you or your attorney has appeared in this case. If you cannot pay these fees, you may request that the fees be deferred or waived. The Self-Service Center and the Clerk of Superior Court have the necessary forms to request the deferral or waiver.

#### HOW TO COMPLETE THIS FORM:

- ✓ Type or print neatly using **black** ink.
- ✓ Follow the instructions given below. Match each numbered step in the instructions with the item on the attached form that has the same number.

#### NUMBER INSTRUCTION

1. Type or print the name, address and telephone number of the person filing the form and the ATLAS number if known. An attorney who is filing the Request must also list the name of the person represented and the attorney’s State Bar Number.
2. Type or print the name of the person shown as the petitioner on the ***“Order of Assignment.”***
3. Type or print the name of the person shown as the respondent on the ***“Order of Assignment.”***
4. Type or print the case number that appears on the ***“Order of Assignment.”***
5. Date and sign in front of a notary public or deputy clerk. By signing your name, you are stating under oath that the contents of this Request are true and correct to the best of your knowledge.
6. When you have completed the ***“Request to Stop or Modify the Order of Assignment,”*** give the form to the Clerk of the Court. Then, date and sign your name before a Notary Public **or** Deputy Clerk. By signing your name, you are stating under oath that the contents of this Request are true and correct to the best of your knowledge. The Notary Public or Deputy Clerk will complete the signature and date information requested at the bottom of the first page.

#### NOTICE OF HEARING

When you have completed the ***“Request to Stop or Modify the Order of Assignment,”*** give the form to the Clerk of Court. The Court or Deputy Clerk will complete the date, time, and place of the hearing, and sign the Notice. Upon filing the Request for Hearing and Notice of Hearing, the filing party must immediately serve a copy of this Request on the other party (obligee or obligor, or his/her attorney in accordance with the Arizona Rules of Civil Procedure. If either party is currently using or has used the State IV-D Agency for child support services (Division of Child Support Enforcement or their representative), the State must also be served with a copy of the Petition.